BOOKROOM

ORDERING GUIDELINES

VENDOR INFORMATION

Make sure to include the vendor's name and address. Some vendors have multiple addresses. List the address where **orders are mailed**.

NOTE: The name of the publication is not necessarily the name of the vendor. For example "Weekly Journal" should not be listed in the vendor box unless it is also the vendor's name.

ONLINE ORDERING

If you want to place the order online, please make a note in the body of the requisition. Do not put the web address in the vendor box.

Not all companies take PO's for online ordering. Check that out first.

Once the requisition has been processed you will receive a copy of the PO. When you have that copy, you may place your order online.

OPEN PURCHASE ORDERS

If you intend to order on the phone or online, please note if you want the original PO mailed to the vendor or to you.

When items are received, send Robbin Koerner packing slips with PO # noted and your initials with authorization to pay.

NOTE: Open purchase orders will be closed after three months.

REIMBURSEMENT

If you plan to do the shopping and get reimbursed, please have a purchase order in place prior to purchase.

On the requisition, list your name as the vendor and in the body of the requisition "reimbursement for bookroom materials". The original purchase order will be mailed to you at which time you can make purchases.

NOTE: Open purchase orders will be closed after three months. If the three month deadline is approaching and you know you'll spend the money, call Kristy Garrison at CO and let her know. She'll hold the purchase order open longer.

ORDER PICK UP FROM LOCAL VENDORS

If you want to pick up the order yourself, please note.

COPIES OF ORDERS

Robbin Koerner, Central Office, will send copies of purchase orders to buildings.

AFTER MATERIALS ARE RECEIVED

Send the signed yellow copy of the purchase order to Robbin Koerner.

For open PO's you will receive a pink copy (no yellow). You do not need to send Robbin a copy of the PO as long as you've sent packing slips with PO # noted (see Open Purchase Orders above).

If it's a reimbursement PO, you will also include receipts with the yellow copy.